

Program Guidelines

The Scope

The DLM-PRO Employee Recognition Awards is a Department of Land Management Employee Recognition Program in the Executive Branch of the Government of Guam. It is a competitive employee awards program bestowed by the department, which showcases the outstanding DLM public servants and programs.

The recognition and competition spans over the following DLM Divisions – Director's Office, GIS/LIS, Land Administration, Land Planning, Land Records and Land Survey.

The Evaluation Period

The nominee's accomplishment must have occurred between September 1, 2012 and September 30, 2013.

The Eligibility

Any full-time employee of the Department of Land Management , classified or unclassified:

- Whose contributions and achievements are exceptional;
- Who received an outstanding rating in his/her most current performance evaluation record and whose contributions and achievements continue to be exceptional during the awards program evaluation period between September 1, 2012 and September 30, 2013;
- Or, who received a satisfactory rating in his/her most current performance evaluation record but whose contributions and achievements are subsequently exceptional during the awards program evaluation period between September 1, 2012 and September 30, 2013. Employees in this eligibility category are those whose next performance rating of record falls outside the awards window period.
- Who received no disciplinary action during the awards evaluation period

between September 1, 2012 and September 30, 2013 nor during the nomination process. Disciplinary action is defined as an official reprimand or adverse action. An employee under misconduct investigation or involved in an active disciplinary case that could result in a disciplinary action is not eligible.

- Who has no criminal conviction.

The Nomination Process

- Nomination opens October 15, 2013.
- Nomination closes November 15, 2013.
- Nomination process affords 35 calendar days or 24 workdays.
- Any individual or group may nominate a candidate but the nomination must be submitted to the nominee's decision head.
- Only one nomination per division for each award category except for the following: 1) Employee of the Year is one nomination for each occupational group; 2) Supervisor of the Year is one nomination for each occupational group; 5) Photo of the Year is open to nominations for each photo group;
- Divisions are given the flexibility in determining their respective selection procedures for choosing their outstanding nominees.

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The Selection

- A panel of judges will review all nominations and recommend the best among the nominees in each award category to the Director for his approval.
- Judges shall break ties, if any, in determining the award recipients.
- The Merit Cup judging will include an interview process in addition to the written nomination review.

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The Awards

- The awards will be given to the recipients at the DLM -PRO's Awards Banquet in January 2014

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For More Information

Questions may be directed to:

- Josephine U. Torres DLM –Pro wards Program

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